

READVERTISEMENT

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 6, 2008

4 Page Document

TITLE: DD Targeted Case Manager
POSITION NO: 14673
LOCATION: Disability Services Division, Helena
STATUS: Full-Time/Permanent
UNION: MEA-MFT
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: \$32,484 - \$40,606 annually. Depending on qualifications and internal equity.
SUPPLEMENT: Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 21, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Transcripts are due at time of application.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position assists individuals with developmental disabilities to access necessary services including state and federal benefits; evaluates services received; coordinates the individual planning process; and intervenes on behalf of the individual when a crisis situation arises.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of developmental disabilities; case management practices including service planning and placement; Federal and State laws and policies and the DD service system; and

AN EQUAL OPPORTUNITY EMPLOYER

generic and entitled services available to people with developmental disabilities.

Skills: Skills in oral and written communication, problem solving, mediation and consensus building; organizing and scheduling people, places and events; and using WordPerfect or Microsoft Word.

Abilities: Ability to analyze situations, identify problems, and recommend solutions; develop and implement work plans; communicate effectively both in writing and verbally; establish and maintain effective working relationships with colleagues, providers, other agencies and the public; relate to others in one-to-one interactive situations; conduct and coordinate interdisciplinary teams of professionals and parents; deal with delicate, personal issues of families and clients with empathy and confidentiality; and plan, organize and implement projects.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in social work, psychology, special education, or related human services field **AND** two years of experience working with individuals with developmental disabilities.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: DD Targeted Case Manager
Position: #14673
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please outline your experience in service to persons with developmental disabilities. Include specific dates, number of individuals served, duties, persons supervised, and supervision received.
2. Please outline your experience in the field of social work or case management. Include specific dates, number of individuals served, duties, persons supervised, and supervision received.